

COURT CALL

If you are requesting to appear telephonically at your hearing, follow this process:

1. Setting up Court Call: At least a week prior to your hearing (but not less than 3 court days before the hearing), call Court call at **888-882-6878** or register online at www.courtcall.com.

You will need to provide the following information:

- a. Judge's name: _____
- b. Department #: _____
- c. Hearing Date: _____
- d. Hearing Time: _____
- e. Nature of Hearing (what is it about): _____
- f. Landline tel. #: _____
- g. Email: _____

NOTE: If you are requesting to appear telephonically at a hearing in a matter initiated by DCSS, you will need to file and serve a form **FL-679** not later than 12 court days before the hearing.

2. Payment:
 - a. Court Call appearances currently cost about \$94 per call. You will need to provide a credit card number when you set up the call.
 - b. If you have a valid, current Fee Waiver in your case, you can request to waive the Court Call fee. After you have signed up for your call, upon request you will have a fee waiver request form emailed or faxed to you. Complete this form and send it in with a copy of your Fee Waiver.
 - i. You can scan or fax the documents back to Court Call, or even take a picture of them on your phone and send in the photo to Court Call.
3. Your Appearance:
 - a. Court Call will send you a contact form with date, time, call in information (and possibly a call in access number). It is your responsibility to call in to the number at least 5 minutes before the scheduled start time of the hearing.
 - b. Court call will place you in a call queue until the Court calls your case. Then you will be connected with the courtroom telephone number and placed on speakerphone to speak with the judge and hear what is happening in Court.

REMEMBER: You will need to set up Court Call **at least 3 court days** prior to your hearing.